
HRMS UPDATE

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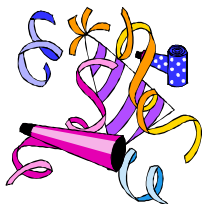
August 1999

Recruitment Module Status

The Recruitment & Examination Division is currently system testing the HRMS recruitment module. Scheduled to go live on September 7, 1999, the recruitment module replaces the Applicant Information System (AIS) which was in use for the past fourteen years. The HRMS recruitment module incorporates the functions of recruitment and applicant tracking, test scheduling, and referral activities.

During the transition period from AIS to HRMS, the Recruitment and Examination Division will be completely without computer assistance. Although they will continue to accept applications, applicants are being informed to expect a delay in being notified about the results of their applications.

Questions about the recruitment module can be directed to Vera Onouye at 587-0965.



Mass Updates

A program has been written which has the capability of updating employee records when extending position NTE dates. This program can be used to mass update position and/or employee records for civil service and exempt positions. If interested in using this program, please consult with CCR.

Note: This program will not be used to mass update exempt positions which

are exempted by subsections 2, 3, 12, and 15.

Organizational Code Changes

As departments have come on-line with HRMS, AAD has discontinued recording organizational code changes in OFIS. CCR has taken over the responsibility for recording organizational code changes in HRMS.

Departments on-line with HRMS should now submit organizational code changes to CCR for input into HRMS. **Required information are the 10-digit State of Hawaii organizational code, description, and effective date of the change.**

Departments not currently on-line with HRMS should continue to submit organizational code changes to AAD for input into OFIS. A copy of the organizational code changes will be forwarded by AAD to CCR for input into HRMS. Although effective dates are not required to record organizational code changes in OFIS, please provide an effective date for changes reported to AAD because effective dates are required to record the changes in HRMS.

Values in the Location Code field (Position Data 2 Panel) and the Location field (Job 1 Panel) to Change from Island to Geographic Location

The values in the location code and location fields for civil service positions will be changed from the island code to a geographic location code effective August 16, 1999. Please remember to use the geographic codes in the location code/location fields whenever updating position/employee records. (Geographic location mapping attached.)

Civil service positions whose RIF location are Honolulu (includes Nuuanu to Moiliili), Kaimuki (includes Palolo to Aina Haina), Halawa (includes Aiea and Waimalu), Kaneohe (to Kaaawa), and Lihue (includes Kapaa), will continue to reflect the island code in the Location field until such time that departments verify and change location code on these positions.

Departments will be given an opportunity to mass update civil service position records with island geographic locations to the new geographic location districts. A memo regarding this topic will be sent out by the end of August.

JOB MODULE

JOB HISTORY

HRMS now has all actions from OFIS from 7/1/91 through 6/30/97 in Job History. Job contains actions from 7/1/97 to current. The same Emplid is used for both Job and Job History.

EMERGENCY APPOINTMENTS

Effective immediately, all HR departments can report emergency hires for a maximum duration

of six months, provided that the remarks section include:

1. A statement similar to "This temporary appointment may be terminated sooner than indicated."
2. A list of break days for the entire duration of appointment. (Emergency hires are still required to take a work day break after 30 calendar days.)

SEPARATIONS

When a separation action is reported in the HRMS, the effective date is one day greater than the close of business date. However, if the separation action includes partial day pay information, the effective date is the close of business date.

POSITION DATA OVERRIDE

To report reallocations/temporary reallocations in the HRMS, check with your Classification section before using the position data override feature in the Job Data 1 panel to change the job code. After the job code change is entered, unclick the position override button and SAVE the action again.



REMEMINDERS:

Although the HRMS will pull up the monthly or hourly pay based on the salary range or grade you enter, you must still check the amount to be sure that they are accurate. The system currently runs the cents into 6 decimal places and drops the extra places when printing.

POSITION MODULE



EXEMPT POSITIONS

- * Contrary to previous instructions, the **“Legal Authority”** field in the “Position Data HI” panel of HRMS (for exempt positions only) must contain data from the “Specific/Additional Legal Authority for Exemption” block of the Form 150, provided the “Legal Authority for Exemption” block of the Form 150 is “17”. Otherwise, the **“Legal Authority”** field in HRMS remains blank.

(Departments also have the option to enter the data from the “Legal Authority for Position” block of the Form 150 into the “Comments” field of the HRMS if desired.)

The data entry change will provide the user with the ability to extract the supporting legal authority of Chapter 76-16 (17) for reporting purposes. Subsection 17 alone is not a legal authority for exemption as it references another law.

- * Except for positions exempted under subsections 2, 3, 12 and 15, Departments on the HRMS are no longer required to send AAD copies of the Form 150 and supporting documentation. However, departments must enter the appropriate information on the HRMS position panels as accurately as possible.
- * When processing actions for **exempt** positions, please remember to use the action reason codes that begins with “E” (e.g., EI, EC, EJC and EAB).

For a combination “Continuance” and “Review of Job Change” exempt position action with the same effective date, enter **“EC”** in the “Action Reason” field of the “Position Data 1” panel in HRMS and update the position panels based on the current Form 150 and SF-1.

Also enter **“EJC”** and identify changes (other than NTE date) made to the exempt position in the **“Comments”** field of the “Position Data HI” panel.

Examples:

1. **EJC**: Chg’d title from Water Systems Worker to NELHA Water Systems Worker.
2. **EJC**: Chg in scope of work.

New Fields Added to the Position Track 1 Panel

Approved Level, BU, and BU Exclusion fields were recently added to the Position Track 1 panel.

Please complete these fields for delegated classification (civil service positions) actions.

New Type of Action Code (Position Track 1 Panel)

A new code, **MVG**, has been added to the Type of Action field to track position movements which involve a change in the geographic location of the position. **Tracking is required for all movements involving a change in the geographic location** (Position Track 1). If you have a combination organizational code change and location code change, an additional MV track action is not necessary.

Means of Financing, Program Budget ID, and/or Appropriation Changes on Position Records

Recently, CCR has received a number of calls from departments where program budget IDs, appropriations, and/or means of financing for the positions have changed. These types of changes to the position record are not being tracked in the Position Track 1 and 2 panels. Departments have been advised to add an effective dated row in the position data panels, make the required change in the Position Pool ID field (if the position’s program budget ID is being changed), and to document all changes in the Comments field (Position Data HI).

Note: If the position's program budget ID is not a valid value to be entered or selected from the drop-down box of the Position Pool ID field, please call CCR to have the number added to the table. CCR will need the following information:

- PeopleSoft Department ID Number or SOH Organizational Code
- Program Budget ID
- Effective Date of the Program Budget ID

No Tracking Record (Position Track 1 and 2) Required for the Following Changes to Position Records:

- Change in Appropriation
- Change in Program Budget ID
- Change in Shift Field
- Change in Shortage Value
- Change in Budgeted Position Indicator
- Addition of Delegated Selective Certification Requirement
- Removal of Selective Certification Requirement (Delegated/Non-Delegated)

CCR Requests

- ❖ Please enter the date and time of scheduled appeal hearings in the DEPT tracking status comments box (Position Track 2).
- ❖ When processing transactions in OFIS and you get a message telling you to contact your classification section, please make note of the entire message to enable your classification section and/or CCR to better assist you in resolving the problem.



CCR Reminders

- ❖ All new, authorized positions must have a pseudo number and/or legal authority (e.g., Act number).

According to B&F, the pseudo number structure is always a 5-digit number followed by an alphabet (e.g., 9 0 201 H). The structure is:

- 1st digit must **ALWAYS** be "9"
 - 2nd digit – date indicator (last digit of the fiscal year (e.g., FY 1999/2000 = 0))
 - 3rd-5th digits - the department's control number
 - alpha departmental indicator
- ❖ If another position is being abolished to establish a new position, indicate it in the "Employing Department Action" section of the SF-1 and enter the abolished position number in the Legal Authority field in Position Data HI (e.g., PERM PSN CNT TRN FRM XXXXX).
 - ❖ "Invalid value -- select Prompt (F4) for a list of valid values." This message indicates that you are trying to enter in a value which is not recognized by the system. Please double check your entry to make sure that you entered in the value correctly. If yes, then contact CCR for an addition to the table.
 - ❖ Please remember to enter the applicable Types of Actions from Position Track 1 in the Comments field

(Position Data HI) for the effective dated record.

- ❖ Don't forget to close out actions/requests that are withdrawn by entering in the DWDA tracking status date in the Action Effective Date field (Position Track 1).
- ❖ Some departments have been using the Position Track 1 & 2 panels to track **exempt** position actions. Please remember to use the type of action codes that begin with "E" (e.g., EAB, EID, EIN, ECD, ECN, ERD, ERN).